

**Vidya Vikas Mandal's**  
**Shree Damodar College of Commerce & Economics, Margao – Goa**  
**SY BCA Semester IV, Semester End Examination, April 2023**  
**Ability Enhancement Compulsory Course**  
**Subject Code: CAA – 102**  
**Subject Name: Technical Writing Skills**

**Duration: 2 hours**

**Total Marks: 60**

**Instructions:** a) All questions are compulsory  
b) Figures to the right indicate full marks

**Q.1.A. Fill in the blanks:**

**(5X1 = 5)**

- a) \_\_\_\_\_ is a condensed document stating the reason for application for a given job.
- b) Press releases use \_\_\_\_\_ style of writing.
- c) \_\_\_\_\_ is a specific form of writing, written concisely and clearly.
- d) The publication and circulation of procurement opportunities by the procuring entity in various media is \_\_\_\_\_.
- e) In \_\_\_\_\_ format the entire letter is left justified and single spaced.

**Q.1.B. State whether the following statements are true or false:**

**(5X1 = 5)**

- a) Classified advertisements are much cheaper.
- b) Research is not a component of Report Writing.
- c) Electronic mail is a method of transmitting and receiving messages using electronic devices.
- d) The primary function of a press release is to quickly publicise information.
- e) RTI was introduced in India in 1999.

**Q.2. A. Explain Classified Advertisements and draft two different classified advertisements in two different areas.**

**(10X1 = 10)**

**OR**

**B. What is a Press Release and explain six types of press release.**

**Q.3. A. Draft a job application letter along with your CV for the post of Software Developer in Tata Data Enterprises.**

**(10X1 = 10)**

**OR**

**B.** You are Mr. Nilesh Dessai, resident of Comba – Margao. Write a letter to the editor of 'The Nahvind Times' expressing your views on the increase in noise pollution around educational institutions.

**Q.4. A.** List and examine the contents of a report **(10X1 = 10)**

**OR**

**B.** Distinguish between email etiquette and netiquette. Illustrate five rules of email netiquette.

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**Q.5. A.** Define a Business Letter and explain the different layouts of Business letters. **(10X1 = 10)**

**OR**

**B.** Distinguish between Individual and Committee Reports. Explain the process involved in data collection for a report.

**Q.6. A.** You are Mr/Ms. Vinit/Vinita Kumar, employee at UFO Planet in Margao. Write a job resignation letter addressed to your manager. **(10X1 = 10)**

**OR**

**B.** As the Sports Secretary of the college, draft a report on the Annual Sports Meet 2022-2023 organised by the Sports Council of the college.

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